



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

## V A C A N C Y N O T I C E

<b>Post Title:</b>	<b>Senior Planning Officer</b>	<b>Date:</b>	<b>3 October 2005</b>
<b>Post Level:</b>	<b>D-1</b>	<b>Closing Date:</b>	<b>2 December 2005</b>
<b>Vacancy Ref:</b>	<b>E-ODDG/SPO/F0012/D-1/76/10-05</b>	This appointment is for a three-year duration with a six-month probationary period. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.	
<b>Division:</b>	<b>Office of the Deputy Director-General</b>		
<b>Branch:</b>	<b>N/A</b>		

Principal Functions	Requirements
<p>Under the supervision of the Deputy Director-General (DDG), the incumbent performs the following duties:</p> <ol style="list-style-type: none"> <li>Co-ordinates the formulation of OPCW long-term objectives and the preparation and updating of the related medium-term plans and internal strategic guidance documents;</li> <li>Co-ordinates and monitors, in close coordination with Heads of Programmes, the implementation of the recommendations of CWC Review Conferences, and prepares reports on major cross-cutting initiatives emanating from them (for example: Action Plan Article VII and its follow-up);</li> <li>Co-ordinates the planning for and preparation of future Review Conferences and in that context develops, as required, new concepts and policies of strategic importance to the OPCW;</li> <li>Advises on long-term policies and strategies of the OPCW (including OPCW contribution to disarmament, non-proliferation, international cooperation and assistance, anti-terrorism efforts etc.);</li> <li>Represents OPCW at meetings of other international organisations (UN, specialised agencies and others), and of other external partners (National Government Organisations, relevant research institutions, and chemical industry associations);</li> <li>Carries out research in areas that are of direct relevance to the CWC implementation process, including <i>inter alia</i>, arms control and disarmament, regional and global security, CB terrorism, trends in science and technology and in chemical industry. Advises on new implementation issues and requirements;</li> <li>Plans, organises and substantially supports the work of the Scientific Advisory Board of the OPCW and advises the Director-General and Member States / PMOs on SAB recommendations;</li> <li>Advises on the streamlining of internal administrative processes and procedures in coordination with the relevant Divisions and Secretariat;</li> <li>Performs other duties as required.</li> </ol>	<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>University degree in a relevant discipline including in the area of international relations, business administration, political science or social sciences from an accredited college or university;</li> <li>University degree in chemistry or chemical engineering with additional qualifications and/or experience regarding international policy is also acceptable;</li> <li>An additional advanced degree in international relations, business administration, political science, social sciences or related area would be an asset;</li> <li>Excellent and proven planning, organisational, coordination, negotiation and problem solving skills;</li> <li>Strong analytical and conceptual skills;</li> <li>Excellent interpersonal, presentation and communication skills;</li> <li>Tact, discretion, and the ability to work harmoniously in a multi-cultural environment;</li> <li>Computer literacy regarding Windows-based word processing and databases, spreadsheet programmes and lotus notes.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 15 years of relevant and progressively responsible experience in government, international organisations or inter-governmental agencies;</li> <li>Knowledge of multilateral disarmament issues and experience in dealing with issues related to universality of the CWC is an advantage;</li> <li>Experience in developing strategies, analysing issues and implementing them in an international context is desirable.</li> <li>Work experience in an international organisation would be an asset.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the October 2005 rate of 41.8%.		<b>With Dependants</b>	<b>No Dependants</b>
	<b>Annual Salary (US dollars)</b>	<b>\$ 90,431</b>	<b>\$ 83,587</b>
	<b>Post Adjustment</b>	<b>\$ 37,800</b>	<b>\$ 34,939</b>
	<b>Total Salary</b>	<b>\$ 128,231</b>	<b>\$ 118,526</b>

Only applications received **before** the closing date will be considered.

**Only applicants under serious consideration for a post will be contacted.**

Applications from qualified female candidates are strongly encouraged.

Applicants should send a completed OPCW Personal History Form and a cover letter quoting the vacancy reference to:  
**Recruitment Section, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands.**

Fax: +31 70 416-3790, Email: [Recruitment@OPCW.org](mailto:Recruitment@OPCW.org)